



Metis Nation-Saskatchewan Community Enrichment Grant

Program Guide 2023-24
ELCC DEPARTMENT

Community Enrichment Grant Program – Early Learning and Child Care (ELCC)

Overview

This guide provides information on how to apply for the Community Enrichment Grant (CEG), project criteria, payment information, and reporting requirements.

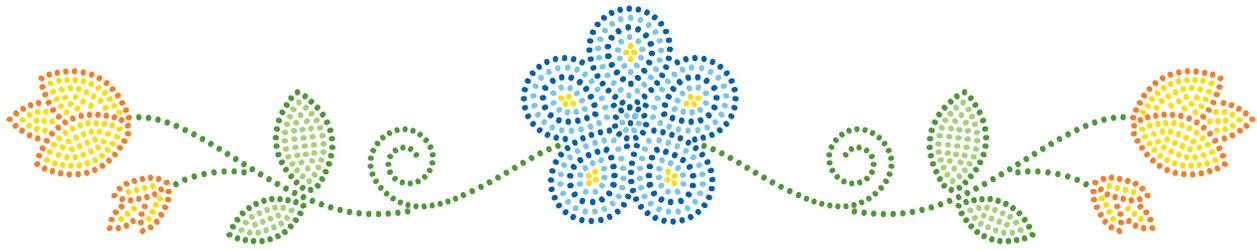
- The Community Enrichment Grant provides funding to Métis Locals to provide Métis cultural early learning programming in their community.
- Applications will be accepted between **July 10, 2023, and December 1, 2023.**
- Each local can receive up to \$50,000. Amount requested should be reflective of the number of Métis children in the local area.
- Projects must focus on cultural activities for children (ages 0-12) and their families.
- Applications will be reviewed by an assessment committee to ensure they meet the criteria.
- Locals must be recognized by and in good standing with the Métis Nation-Saskatchewan Legislative Assembly. They must have no outstanding grant reports or repayments due to MN-S.
- A Local bank account is required. Métis Locals that do not have a bank account are encouraged to open an account or have the option to request a tri-party agreement with the Region.
- The terms and conditions of the grant will be outlined in a Service Agreement between MN-S and the Métis Local/Region.
- All grant funds must be spent by **March 31, 2024.**
- Final report is due **April 30, 2024.**

Dates

Applications Open:	July 10, 2023
Applications Close:	December 1, 2023 at 5:00pm
Funding Period:	July 10, 2023, to March 31, 2024 All approved activities must be completed by March 31, 2024
Midpoint Budget Submission:	To be submitted based on project end date
Final Budget and Report Submission due:	To be submitted by April 30, 2024

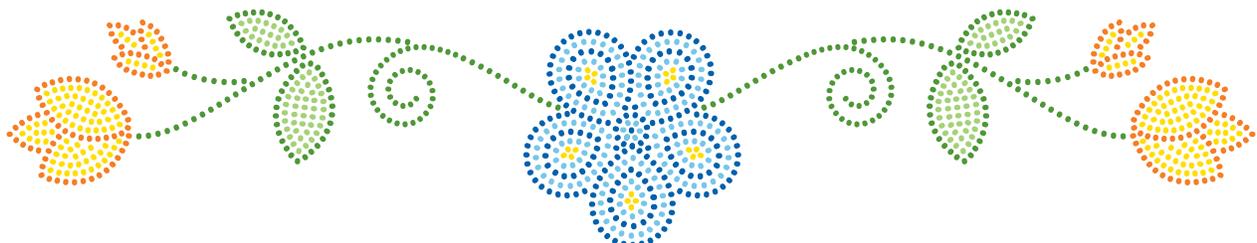
Contact

If you have questions about the program or need assistance with the application, please contact Lisa Klyne, Program Coordinator by email at ceg@mns.work or by phone at 306-250-7356.



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About the Community Enrichment Grant Program

Métis Nation–Saskatchewan is offering a limited-time grant, available to MN-S Métis Locals who are recognized by the Métis Nation–Saskatchewan Legislative Assembly and are in good standing. The MN–S Community Enrichment Grant Program provides funding support for Métis early learning programming in communities throughout our Nation. Project activities must be designed for children ages 0-12 and provide Métis cultural learning opportunities. Activities can be designed to meet local early learning and cultural needs.

CEG Program Objectives

- To provide funding to Métis locals to support Métis Culture in the early years and strengthen communities through early learning programs for children (0-12) and their families.
- To support early learning programs specific to the unique needs of Métis children, families, and regions.
- To encourage gathering, sharing, and learning within the community in all 12 regions to help build cultural identity, knowledge, and pride.

Application Deadline

Community Enrichment Grant applications will be accepted between **July 10, 2023 - December 1, 2023**, or until the program is ended by the ELCC Department or MN-S.

Applicant Eligibility

The Community Enrichment Grant is for Métis Locals in Saskatchewan. Locals must be recognized by the Métis Nation-Saskatchewan Legislative Assembly and be in good standing. Locals must not have any outstanding grant reports due to MN-S. New applications will not be considered until the outstanding grant is reconciled.

Métis locals will need to submit the following:

- A completed project application form
- A motion from the Métis local supporting the application.
- A Local bank account (no personal accounts). Métis Locals that do not have a bank account are encouraged to open an account or have the option to request a tri-party agreement with the Region to receive funds through the regional account.
- A project plan that focuses on Métis cultural activities/events for children (ages 0-12).
- Only one application per local.

Project criteria

Applications will be assessed based on the following criteria:

- Do the activities focus on Métis cultural programming for children (0-12)?
- Will activities or events engage with Métis children and families in the community?
- Is there potential to build greater understanding of Métis culture within the broader community?
- Is the budget reasonable and demonstrates a responsible use of resources?
- Have all required documents been submitted: application form, motion, signatures, project plan with timelines, budget, and measurement plan?
- Is the Local recognized by and in good standing with the Métis Nation Legislative Assembly?

It is the responsibility of Métis Locals to plan all work or hire a project coordinator to ensure work is completed in a manner consistent with their project plans. Successful grant recipients will receive an 80% initial payment and a 20% final payment after submitting a mid-point report.

Eligible Expenses

Eligible expenditures are those considered necessary to support the purpose of the funding. **Eligible expenditures can include the following:**

- Project coordinator (up to 6% of total budget)
- Honorarium and contract agreements for Métis cultural resource people who are offering their skills and expertise. Elder and Knowledge/Language Keeper honoraria.
- Venue rental
- Travel expenses for program participants. This could include gas, rental of vehicles or bus transit.
- Printing and communication costs
- A recommended maximum of 20% of total grant award can support food expenses that are a part of the cultural experience.
- Materials/supplies expenses related to the cultural activity.
- Up to 15% for Admin costs
- All expenses must fall within the start and end date of the project.

Ineligible Expenses

- Capital expenses such as construction, renovation, or repairs to buildings.
- Office equipment, furniture, or appliances for general Local operations.
- Cash prizes or the purchase of alcohol.
- Contributions of volunteer hours
- Allowances, wages or personal expenses for program registrants and participants
- Office and administration fees including utilities, rent and/or rental of a Métis Locals facilities.

**** It is the responsibility of the Local to ensure proper financial records are being kept as required by the Canada Revenue Agency. Please make sure you keep all your receipts and records in case you are selected for an audit. :***

Completing your application

Métis Nation–Saskatchewan is offering a limited-time grant, available to MN-S Métis Locals who are recognized by the Métis Nation–Saskatchewan Legislative Assembly and are in good standing. The MN–S Community Enrichment Grant Program provides funding support for Métis early learning programming in communities throughout our Nation. Project activities must be designed for children ages 0-12 and provide Métis cultural learning opportunities. Activities can be designed to meet local early learning and cultural needs.

How to Apply

1. Plan your project. See: Planning template.
2. Draft a budget and project timeline.
3. Determine who will be the project lead and the responsibilities of that role.
4. Get a motion from the local in support of the project.
5. Complete the Application form and submit the application with all supporting documents.

Application Checklist

- ✓ A completed application form.
- ✓ A project description or proposal.
- ✓ A proposed budget.
- ✓ A motion from the local supporting the project.
- ✓ EFT form and direct deposit form or void cheque.

What to expect if your application is approved

1. You will be notified of the status of your application once it has been reviewed (approved, denied, or more information needed). It can take up to three weeks to review the application.
2. If your application is approved, you will receive a package via email. This package will include the Service Agreement (to be signed by Local President and Vice President/Treasurer), photo release template, and the Mid-Point and Final Report templates.
3. Once the signed Service Agreement is received, authorization for payment will be sent to the finance department. It can take up to 3 weeks for finance to process the payment.
4. An initial 80% of the total grant awarded will be given at the start of the project.
5. A mid-point report will be due based on your proposed timeline.
6. Once the mid-point report has been received and reviewed, the final 20% of the grant will be sent.
7. Please inform the ELCC program coordinator via email when all project activities have been completed.
8. You will submit the Final Report and Actual Expenses by April 30, 2024.
9. Support is available from the CEG Program Coordinator with any step in the process by emailing ceg@mns.work.
10. Please note, it can take 6-8 weeks after you apply to receive the first payment.

Application Review

All applications will be reviewed by Métis Nation–Saskatchewan’s ELCC department assessment committee. Métis Locals will receive verification that their application has been reviewed and the status of their application.

The Department of ELCC has full discretion to determine applicant eligibility, approve applications, determine eligible funding, and decline incomplete or inaccurate applications.

The funding assessment committee will review the applications based on the following criteria:

- Do the activities focus on Métis cultural programming for children (0-12)?
- Will activities or events engage with Métis children and families in the community?
- Is there potential to build greater understanding of Métis culture within the broader community?
- Is the budget reasonable and demonstrates a responsible use of resources?
- Have all required documents been submitted: application form, motion, signatures, project plan with timelines, budget, and measurement plan?
- Is the Local recognized by and in good standing with the Métis Nation Legislative Assembly?

Evaluation

Locals will be required to submit a Final Report at the end of the project. **The Final Report should include the following information:**

- Demographics (Number of children, Elders, families, etc.).
- Summary of activities/events and success at achieving intended outcomes.
- How the project included Métis culture.
- Any partnerships.
- Impact in the community, if known.
- Photos (if possible) and testimonials.
- Actual Expenses Report.

Tips for successful events

- Determine if event leaders or volunteers require a 'Criminal Record/Vulnerable Sector Check'.
- Implement a safety plan (i.e., will First Aid Responders be present?)
- Determine if additional insurance is required.
- Prior to hosting an event, ensure permissions for photography and videography are signed by participants.
- Contact local media outlets about event.

Program Guidelines & Administration

The CEG program is administered by MN-S Department of Early Learning and Child Care. Métis Nation-Saskatchewan reserves the right to amend the guidelines of the program, as required.

- Receipt of grant is subject to the terms and conditions of the Community Enrichment Grant Program.
- Applicants must complete the Community Enrichment Grant Program application and supply any documents which are required in accordance with the timelines set out in the Service Agreement, or as requested by the MN-S Department of ELCC.
- Successful grant recipients are responsible for submitting reports as required under the Service Agreement.
- All grants may be subject to a Métis Nation-Saskatchewan audit.
- Any information obtained under the Grant Agreement will be subject to the provisions of the Freedom of Information and Privacy Act.
- Program results may be published. Applicant name (Region), grant amount, and aggregate data on payment and performance measures may be published.

- Up to 10% in each budget category can be moved to another budget line without prior approval.
- Requests to amend project activities, timelines and/or budget over 10% can be made in writing, or by email to the CEG Program coordinator at ceg@mns.work.

Program Monitoring:

It is the responsibility of Métis Locals to ensure confidentiality, privacy, and use of information guidelines are followed.

Confidentiality:

- All information and communications related to the Community Enrichment Grant Program application package are confidential and shall be maintained in confidence and kept secure by MN-S Department of ELCC.
- Information may be shared within departments of Métis Nation-Saskatchewan, and others supporting the program (e.g. third party consultants if involved in the evaluation process under confidentiality agreements).
- The amounts paid to the Métis Locals may be publicly disclosed on the Métis Nation-Saskatchewan website.

Freedom of Information and Protection of Privacy (FOIP):

- Notwithstanding the confidentiality of the information, the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act are applicable to all information submitted through the application process and may be subject to an access request under the FOIP Act.
- In the event of a request for access under FOIP, the Ministry will observe the provisions of that Act governing harm to business interests related to commercial or financial information provided in confidence, including the requirement that prior to disclosure the third party will be provided with notice and an opportunity to object to disclosure of any confidential information.

Terms and Conditions:

Métis Nation-Saskatchewan can:

- Consider or accept, or refuse to consider or accept, any application which is submitted other than in accordance with these guidelines or is lodged after the relevant date for lodgement, or which does not contain the information required by these guidelines or is otherwise non-conforming in any respect.
- Conduct due diligence investigations in respect of any applicant and subject applications to due diligence, technical, financial, and economic.
- Require a Local to clarify or substantiate any claims, assumptions or commitment contained in an application or provide any additional information.

Intellectual Property Rights:

Rights to resources and works developed, created, or invented in the normal operations of the program will remain with the Métis Local. Locals may be asked to provide MN-S with a copy of any written or documented content created pertaining to the program. Please see Section 9.0 of the Service Agreement for further information on Intellectual rights.

FAQs

What kind of programming/events are eligible for the grant?

Events and activities can be tailored to local/regional early learning needs but must include a Métis cultural component. Examples of previous successful applications include Land-based learning, language programs, the development of early years cultural resources, and Elder, Knowledge Keeper and Old Ones teachings. If you are unsure if your proposed activities or events meet the criteria, please contact the CEG program coordinator at ceg@mns.work for assistance with the application.

Our Local does not have a bank account. What can we do?

Locals that do not have a bank account are encouraged to set one up. A bank account will help Locals be able to access MN-S programs and funding in a timely manner. You may contact the CEG Program Coordinator if you need support with the process.

If you are unable to set up a bank account, you may contact your regional director to request that they enter a tri-party agreement to flow the funds through the regional account. Once you have spoken to the Regional Director, please contact the CEG Program Coordinator to find out more information on the tri-party process. You will be required to provide a motion from your board approving the tri-party agreement.

What if we want to make changes to the project activities, timelines, or budget?

Up to 10% per budget category can be transferred without prior approval. For example, if your budget for Materials/Supplies is \$3000, you can transfer \$300 to another budget line without approval. Budget transfers over 10% must be requested in writing, via email.

To request an amendment to project activities, timelines and/or the budget (more than 10%) you must email the CEG Program Coordinator at ceg@mns.work.

Can I use the grant for programming for teens?

No. The funds must be used for programming for children ages 0-12.

How long will it take to receive the funds?

It can take approximately 6-8 weeks from the date we receive your application to receive the funds. The application review/approval process can take up to 3 weeks. After we receive the signed Service Agreement, it can take another 3 weeks for finance to process the payment. The actual processing time may vary.

Will the CEG grant be available next year?

There is currently no plans to extend CEG funding beyond **March 31, 2024**. If funding become available again, we will inform the Locals.